

FINANCIAL EXECUTIVE

1234 Main Street • Anytown, USA 12345
555.555.1234 • finance@finance.com

EXECUTIVE-LEVEL FINANCIAL MANAGEMENT

Profit- and growth-driven executive with 20 years of senior financial leadership success in technology and hospitality sectors. Top-performing and strategic agent of change providing track record of consistent achievement driving measurable growth, raising millions of dollars in start-up and working capital, spearheading company sales/acquisitions, and negotiating win-win corporate agreements. Assertive and diligent management professional demonstrating exceptional analytical, problem-solving, and communication abilities. **Areas of excellence:**

Business Planning • Process Improvement • Business Development • Forecasting • Investor Relations
Treasury Management • Financial Reporting • SEC Reporting • Investment Banking
Financial Systems Development • Contract Negotiations • Change Management • Policy Development
Regulatory Compliance • Acquisitions & Diversifications • Budgeting • Banking Relations
Domestic & International Tax • Program Management • Internal Audits

PROFESSIONAL HISTORY

THE INVESTOR GROUP, INC., Anytown, USA • 2005-Present

Public manager of hotels and condominiums across US, with 26 properties totaling over 3,200 units and more than 600 employees.

Executive Vice President, Capital Development

Provide expertise to senior management on financial matters. Create financial structures and offers for growth and acquisition purposes. Oversee accounting staff; prepare internal and external financial reports. Establish and administer financial objectives; determine structures for new business alliances and projects to determine affect on future. Direct investor relations, SEC reporting, and press releases/relations. Cultivate and maintain relationships with investment banks to increase debt lines and bolster balance sheet. Interface with auditors and SEC staff during filings. Ensure Sarbanes-Oxley compliance.

- Allowed company's stock to trade again by updating SEC filings.
- Led \$750K private placement for working capital.

FOOD SERVICES CORP., Anytown, USA • 2002-2005

\$155M provider of concessions and catering services for public event facilities.

Vice President, Finance

Direct all financial functions for 90 units across US and Canada, including IT. Control budgets and forecasts. Supervise internal audit. Review proposals and contracts. Head all banking activities. Prepare financial reports.

- Spearheaded negotiation of \$32M debt facility with Major Bank.
- Restructured monthly closings, resulting in more timely and accurate reporting.
- Instituted cash management program as well as controls over cash deposits.
- Defended and addressed several significant technical accounting issues posed by auditors.

MANAGEMENT COMPANY A, Anytown, USA • 2000-2002

Online global meetings management company.

Chief Financial Officer, Small Groups & Meetings

Administered 6-member Accounting team. Collaborated with CEO/COO to prepare company for sale and enhance value. Supervised preparation of routine financial statement budgets and forecasts. Teamed with executives to raise \$5M in new venture capital. Directed preparation of current audited financial statements after company was overdue in preparation and auditing for 2 years. Led development of small meetings product line extension.

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Chief Financial Officer, Small Groups & Meetings (continued)

- Spearheaded venture capital financing.
- Positioned company sale at large premium to previous financings; devised comprehensive valuation scenarios and acquisition structure.

MAJOR INVESTMENT CORP., Anytown, USA • 1998-2000

Leading financial services institution.

Senior Associate, Investment Banking and Media & Technology Group

Coordinated deal teams for up to 10 products to research, market, and execute strategic and financial advisory initiatives for clients. Supported ongoing business strategy initiatives, including prioritization of sector, client, and product coverage to identify growth opportunities. Conveyed thorough quarterly updates to management on diversified media sector.

- Championed “one-stop” strategic advisory that helped Major Corporation become nation’s largest cable operator, including \$66B bid to acquire Major Company B’s Broadband business and \$12B syndicated bank deal to fund purchase.
- Structured and executed 2 syndicated loan transactions worth \$172M for Major Football Team’s owner to fund purchase of NFL franchise.
- Conducted debt/equity structuring analysis for European marketing services company seeking \$1.9B cross-border purchase of nation’s largest radio audience measurement business.

MAJOR TRAVEL COMPANY, Anytown, USA • 1994-1998

Largest online travel agency worldwide and 2nd-largest travel company in US.

Vice President, Finance

Built and managed financial organization. Championed creation of all financial systems, procedures, and processes. Supervised 300 staff across 9 financial operations worldwide. Prepared ongoing internal and public financial statements and SEC filings. Negotiated and executed various technology and corporate acquisitions. Instituted financial functions globally, including accounting, tax, financial operations, SEC reporting, budgeting, forecasting, cash management, financial/business analysis, foreign exchange, internal/external audits, e-commerce fraud, and Sarbanes-Oxley compliance.

- Played pivotal role in starting up new division, growing sales from zero to \$402M within 1 year and to \$2.3B in 3 years.
- Fueled rapid growth, from 2 to over 300 staff worldwide within 3-year period.
- Conceptualized business plan and established development organization.
- Contributed significantly to negotiation and execution of multi-step, highly complex purchase of Major Online Company by Key Finance Corp.

CAREER NOTE: Previously functioned as **Chief Financial Officer** for **Financial Corp. B.**

EDUCATION AND PROFESSIONAL DEVELOPMENT

Bachelor of Science, Finance and Business Management

University of USA

Graduate Coursework, Financial Management

University of America

Certified Financial Planner (CFP)